

A4h #3

15 May 1984

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MEMORANDUM FOR: [REDACTED]

FROM: [REDACTED]

SUBJECT: Comments on the Reduction of File and Index Holdings in IMS.

1. If IMS is going to take advantage of any current or future mass digital/optical storage technologies (i.e., BIO STAR) it is imperative that IMS embark on a vigorous file review program to reduce current file and index holdings. This review would be necessary to eliminate the conversion of documents no longer meeting DO retention criteria.

2. Currently there are several file review projects underway. [REDACTED] are being reviewed by the Records Review Group (RRG). This group is composed of 4 to 5 DMS analysts. Personality 201 files are being reviewed by a 201 review group located in Micrographics Section. Inactive [REDACTED] files retired to the Records Center are being reviewed via the Form 141b process by the Records Management Officers (RMO's). All these view projects are going at a very slow rate. The RMO's become involved in all review projects since all file and document destruction must be approved by the appropriate RMO.

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3. There are several ideas that come to mind as ways of increasing and/or consolidating the current document and file review process. They are:

- o Create a new office designated as the DO Records Disposition Office (or some similar title). This office could be a unit or section under [REDACTED] control located in a separate office with ample space for desks with terminals. All DO records disposition activity would be completed by this office.
- o The new office would need to be staffed with individuals possessing a variety of skills and knowledge. The person in charge of this office would need to have in-depth knowledge of: NARS regulations, the DO Records Control Schedule, extensive ALLSTAR systems knowledge, [REDACTED] background, and at least some exposure to DO operations. The office could be staffed by [REDACTED] personnel. The use of experienced rehired annuitants could be helpful in staffing the office.

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- o Consideration should also be given to using Division and Staff rehired annuitants (experienced in operations) to assist in the review of operational files in order to obtain quick Division and Staff disposition approval .
- o During the file review process documents requiring retention could be converted to microform for future conversion to optical disc to enhance retrieval.

4. The above represents some ideas for Group Chief discussions regarding the future storage and retrieval of documents and files in the DO.

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